

MINUTES
MAYDE CREEK MUNICIPAL UTILITY DISTRICT

February 24, 2020

The Board of Directors (the "Board") of Mayde Creek Municipal Utility District (the "District") met in regular session, open to the public, on February 24, 2020, at the Mayde Creek Event Center, 19600 Misty Cove, Katy, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Willie Jo Reynolds	President
Jorge Diaz	Vice President
Betty Mancia Alvarenga	Secretary
Cyrus Dumas	Director
Jessica Graham	Director

and all of the above were present, thus constituting a quorum.

Also present at the meeting were Kristen Scott of Bob Leared Interests; Teague Harris of IDS Engineering Group ("IDS"); Bart Downum of Environmental Development Partners, LLC ("EDP"); Claudia Redden of Claudia Redden & Associates; Michael Murr of Murr Incorporated; Bob Manning of Boston Fern; Deputy Morris Thomas of the Harris County Sheriff's office; Tonie Pettit, building manager; Jennifer Abad of Municipal Accounts & Consulting, LP ("MAC"); Tonie Pettit, building manager; Jacque Freeman and Nick Nicoletti, representatives of the Westfield Homeowners Association ("HOA"); Erwin Sanchez, resident of the District; Gregg Nady of the Fort Bend Emergency Services District No. 1; Lisa Graiff of the Houston Parks Board; Steve Startzell of WCA Waste Corporation; and Angie Lutz and Arlene Catalan of Allen Boone Humphries Robinson, LLP ("ABHR").

PUBLIC COMMENTS

Mr. Nicoletti addressed the Board regarding the Flock Safety cameras in Westfield's neighborhood. He stated the HOA would be attending the Silvermill Homeowners Association meeting and request financial assistance. He stated that Ricewood Municipal Utility District has agreed to provide financial assistance. Discussion ensued. The Board took no action on the matter.

Mr. Startzell stated he is with District's garbage collector, WCA. He asked if there were any comments or questions concerning the garbage services in the District. Director Reynolds stated that everything is fine.

MINUTES

The Board considered approving the minutes of the January 27, 2020, meeting. After review and discussion, Director Diaz moved to approve the minutes of the

January 27, 2020, meeting. Director Dumas seconded the motion, which passed unanimously.

GARBAGE SERVICES

There was no report on this matter.

Director Graham entered the meeting.

SECURITY REPORT

Deputy Thomas reported on security matters. After discussion, Director Dumas moved to accept the security report. Director Alvarenga seconded the motion, which passed by unanimous vote.

SECURITY AGREEMENTS, INCLUDING ADVANTAGE SECURITY INTEGRATION SERVICE AGREEMENT FOR CAMERAS AND ALARM SYSTEM

There was no report on this matter.

REPORT ON LANDSCAPE MAINTENANCE

Mr. Manning reported on landscape maintenance in the District. After discussion, Director Diaz moved to accept the landscape maintenance report. Director Alvarenga seconded the motion, which passed by unanimous vote.

PARK AND TRAIL REPORT, INCLUDING PARK AND BUILDING MAINTENANCE; EXERCISE EQUIPMENT; AND SPORTS EQUIPMENT

Mr. Murr presented and reviewed the Park Maintenance Report, a copy of which is attached.

Mr. Murr stated that the District's building had water damage due to a broken hot water tank. He said an insurance claim was filed and a mold consultant was hired. Mr. Murr said he anticipates the building will be ready for business the second week of April. Discussion ensued regarding upcoming scheduled events.

Mr. Murr gave an update on the one hundred, 15-gallon trees donated by Trees for Houston and said they have been received. He recommended planting the trees around the play area.

Mr. Murr gave an update on the exercise equipment for the District's park. He presented and reviewed a cost estimate with two options for the installation of the exercise equipment, a copy of which can be found in the Park Maintenance Report. The first option is at a cost of \$82,468.56, and the second option is at a cost of \$43,959.86. He said he thinks that it would be possible to have the work done for a lower price, around \$35,000.00. Mr. Sanchez asked regarding the exercise equipment that he had requested the Board to consider at the January meeting. Mr. Murr stated he attempted to

incorporate Mr. Sanchez's request but recommended that the District use exercise equipment that is stationary because it lasts longer. Discussion ensued. The Board Directed Mr. Murr to continue working on the matter and find out if it is possible to have the exercise equipment installed for \$35,000.00.

After review and discussion, Director Diaz moved to approve the Park and Trail Report. Director Dumas seconded the motion, which passed by unanimous vote.

AUTHORIZE AND APPROVE PAYOR GRANT TO HOUSTON PARKS BOARD FOR THE DESIGN OF CULLEN PARK TRAIL CONNECTION

Ms. Graiff presented and reviewed the Cullen Park Study, a copy which is attached. Ms. Graiff stated the District had given the Houston Parks Board a \$5,000.00 gift in 2011 to use towards a trail connection but other major funding had fallen through causing them to stop work on the trail connection. She requested the Board's authorization for the Houston Parks Board to use the 2011 \$5,000.00 gift from the District towards the cost of design of the Cullen Park Trail Connection. After review and discussion, Director Diaz moved to authorize the Houston Parks Board to use the 2011 \$5,000.00 gift towards the cost of design of the Cullen Park Trail Connection. Director Dumas seconded the motion, which passed by unanimous vote.

TAX ASSESSMENT AND COLLECTION

Ms. Scott reviewed the tax assessor/collector's report, including a list of bills submitted for payment and list of delinquent taxpayers, a copy of which is attached. She presented an appeal from a District resident located at 3339 Silverside Drive, requesting a 9-month tax payment plan. Discussion ensued.

After review and discussion, Director Dumas moved to (1) approve the tax assessor collector's report and authorize payment of the bills submitted; and (2) approve of the 9-month tax payment plan for the resident located at 3339 Silverside Drive. Director Alvarenga seconded the motion, which passed unanimously.

DELINQUENT TAX MATTERS

There was no report on this matter.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. After review and discussion, Director Dumas moved to allow an exemption of \$20,000 for individuals who are disabled or are sixty-five years of age, reject any exemption of residence homesteads from ad valorem taxation and direct that the Resolution be filed appropriately and retained in the District's official records. Director Diaz seconded the motion, which passed by unanimous vote.

REGIONAL WASTEWATER TREATMENT PLANT (“WWTP”) FINANCIAL AND BOOKKEEPING

Ms. Abad presented and reviewed the regional WWTP bookkeeper’s report, a copy of which is attached regional WWTP bookkeeper’s report, and the bills submitted for payment. After review and discussion, Director Diaz moved to accept the regional WWTP bookkeeper’s report. Director Dumas seconded the motion, which passed by unanimous vote.

Director Dumas reported on the joint operations meeting and stated that the other representatives requested Ms. Abad attend the joint operations meetings in place of the District’s regular Board meetings. Discussion ensued. After discussion, the Board directed Ms. Abad attend the joint operations meetings in place of the District’s regular Board meetings.

APPROVE DEPOSITORY PLEDGE AGREEMENT

Ms. Lutz presented and reviewed a Depository Pledge Agreement between the District’s Regional WWTP account and BBVA. Following review and discussion, Director Diaz moved to approve a Depository Pledge Agreement between the District and BBVA and direct that the Agreement be filed appropriately and retained in the District’s official records. Director Dumas seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING

Ms. Redden presented and reviewed the bookkeeper’s report, a copy of which is attached, and the bills submitted for payment. After review and discussion, Director Dumas moved to accept the bookkeeper’s report, and the bills submitted for payment. Director Graham seconded the motion, which passed by unanimous vote.

APPROVE ANNUAL REPORT AND AUTHORIZE FILING OF SAME IN ACCORDANCE WITH THE DISTRICT’S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15c-2-12

Ms. Lutz reviewed the annual Continuing Disclosure Report, a copy of which is attached, that was distributed to the Board members. She said that because the District has sold bonds, the District is required to file the annual report.

After review and discussion, Director Dumas moved to approve the Annual Report and authorize filing same in accordance with the District’s Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12. Director Alvarenga seconded the motion, which passed by unanimous vote.

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the District's procedures for continuing disclosure compliance and concurred to make no changes at this time.

DISCUSS AMERICA'S WATER INFRASTRUCTURE ACT OF 2018

Ms. Lutz discussed certain requirements of the America's Water Infrastructure Act of 2018 (the "Act") requiring community water systems that serve a population of 3,301 or more to certify to the Environmental Protection Agency that the system has completed a Risk and Resilience Assessment and created an Emergency Response Plan. She reported the District's operator is working to determine whether the District is required to make such certifications pursuant to the service population thresholds set forth in the Act.

OPERATION OF DISTRICT FACILITIES

Mr. Downum presented and reviewed the Operator's Report, a copy of which is attached, including system repairs and maintenance. He reported on pending and completed repairs and improvements to the District's water and sanitary sewer systems.

The Board discussed the District's participation in the Association of Water Board Directors ("AWBD") Water Smart Program. Mr. Downum then reviewed a Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program.

Mr. Downum requested approval and authorization to submit the District's Water Usage Reporting Form to the West Harris County Regional Water Authority ("WHCRWA").

After review and discussion, Director Dumas moved to (1) approve the operator's report; (2) approve the Resolution Approving Submittal of the Water Smart Application for Inclusion in the AWBD Water Smart Partners Program; and (3) approve and authorize the operator to submit the District's Water Usage Reporting Form to the WHCRWA. Director Diaz seconded the motion, which passed by unanimous vote.

HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

The Board reviewed the list of delinquent accounts. Mr. Downum informed the Board that the residents on the termination list were delinquent in payment of their utility bills and had been given written notification prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and show reason why utility services should not be terminated for reason of nonpayment. The Board conducted a hearing regarding water and sewer service termination. After review and discussion, Director Dumas moved that, because the

customers on the list were not present at the meeting, nor had presented any written statement on the matter, all utility services should be terminated, if their utility bills are not paid in accordance with the District's Amended Rate Order. Director Diaz seconded the motion, which passed by unanimous vote.

ENGINEERING MATTERS

Mr. Harris reviewed the engineering report, a copy of which is attached.

WASTEWATER TREATMENT PLANT ("WWTP") LIFT STATION CONVERSION TO SUBMERSIBLE PUMPS

Mr. Harris reported on the regional WWTP onsite lift station rehabilitation and conversion to submersible pumps project. He stated Notice to Proceed was issued on January 21, 2020.

Director Alvarenga left the meeting.

REGIONAL WASTEWATER TREATMENT PLANT REHABILITATION

Mr. Harris updated the Board regarding construction of the Regional WWTP rehabilitation project including the new sulfur dioxide building and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$73,800.00, payable to JTR Constructors.

Mr. Harris reported on the Regional WWTP Advisory Committee. He presented and reviewed a summary table with the equivalent single-family connections from each participating district to the WWTP and cost sharing percentages, a copy of which is attached to the engineer's report.

Mr. Harris stated Harris County Flood Control District has been working on three projects to improve flood flows in the District's channel.

SITE DEVELOPMENT REQUESTS AND UTILITY COMMITMENT LETTERS

Mr. Harris gave an update on the construction of the sanitary sewer extension for the Louisiana Chicken restaurant at the Petroleum Wholesale Gas Station on 3716 Greenhouse Road. He said IDS received the signed and sealed engineering drawings on February 10, 2020, and stated IDS is still waiting for the current plumbing plans. Mr. Harris stated both IDS and EDP are reviewing the received plans and will provide comments back to Petroleum Wholesale Gas Station.

DEEDS AND EASEMENTS

There were no deeds or easements presented to the Board.

ASSET MANAGEMENT PLAN

There was no discussion on this matter.

Mr. Harris stated he contacted Sheryll Dwyer from Shield Air Solutions ("Shield Air"), Inc. regarding Shield Air's annexation to the District. He stated Ms. Dwyer was planning to speak to Shield Air's Board about the matter.

Mr. Harris stated a draft of the District's new Boundary Map has been prepared, a copy of which is attached to the engineer's report. He stated that the final version will make the District's boundaries more obvious.

After review and discussion, Director Dumas moved to: (1) approve Pay Estimate No. 1 in the amount of \$73,800.00; and (2) approve the engineer's report. Director Diaz seconded the motion, which passed by unanimous vote.

BUILDING INSURANCE POLICY; APPROVE SERVICES AGREEMENTS AND PROPOSALS FOR EMERGENCY FLOODING ISSUES AND RATIFY ALL WORK TO DATE

Ms. Lutz recommended ratification of approval of all work to date and approval of a Service Agreement with Talley Construction Co., LTD. ("Talley Construction"), for construction and repair of the building due to water damage. After review and discussion, Director Diaz moved to: (1) ratify approval of all work to date; and (2) approve of the Service Agreement with Talley Construction. Director Graham seconded the motion, which passed unanimously.

BUILDING MANAGER'S REPORT AND BUILDING MATTERS

Ms. Pettit distributed the Building Manager's Report, a copy of which is attached, and reported on building matters, scheduled events, and marketing efforts.

After discussion, Director Dumas moved to accept the Building Manager's Report. Director Graham seconded the motion, which passed by unanimous vote.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

Director Reynolds said that there is an upcoming Spring Event for Municipal Utility Districts to discuss water fees. She encouraged the Board to share the flyer with their neighbors, a copy of which is attached.

REPORTS FROM DIRECTORS

There were no reports from Directors.

AGENDA ITEMS FOR NEXT BOARD MEETING

Ms. Lutz stated the joint operations meeting with Ricewood, Clay Road, and the District will be held on March 5, 2020.

There was no further discussion on items for the next Board meeting to be held on March 23, 2020.

2020 DIRECTORS ELECTION

Ms. Lutz discussed the 2020 Directors Election.

ACCEPT CERTIFICATE DECLARING UNOPPOSED STATUS OF CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS

Ms. Lutz presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors stating that the District received two candidate applications for the two director positions for the May 2, 2020, Directors Election. Following review and discussion, Director Dumas moved to accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors and direct that the Certificate be filed appropriately and retained in the District's official records. Director Diaz seconded the motion, which passed unanimously.

ORDER CANCELLING ELECTION AND DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE

Ms. Lutz presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office stating that the May 2, 2020, Directors Election is cancelled and that the unopposed candidates, Jorge Diaz, Jessica Graham, and Cyrus Dumas, are declared elected to office to serve from May 2, 2020, until the May 4, 2024, Director Election. Following review and discussion, Director Dumas moved to adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office and direct that the Order be filed appropriately and retained in the District's official records. The motion was seconded by Director Diaz and passed unanimously.

There being no further business to come before the Board, Director Diaz moved to adjourn the meeting. Director Dumas seconded the motion, which passed by unanimous vote.



/s/ Betty Mancía Alvaranga
Secretary, Board of Directors

ATTACHMENTS TO MINUTES

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